National School Building Inventory (NSBI) Encoding for SY 2021-2022











REMINDERS:

 Division Planning Officer shall consolidate all the schools with NO school buildings and report it to the Planning Service – Education Management Information System Division (EMISD) thru e-mail at: ps.emisd@deped.gov.ph





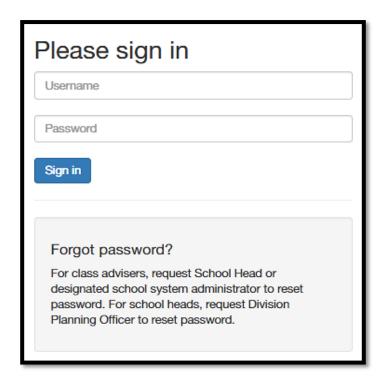






Procedure:

 Go to LIS website http://lis.deped.gov.ph and log in using the LIS School Head account.







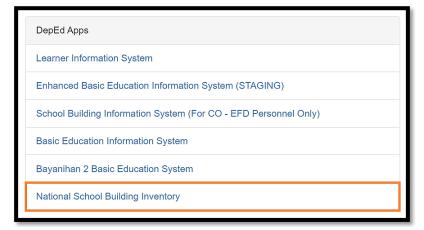




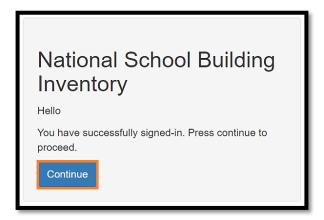


• Once logged in, click the **National School Building Inventory**

link.



• Click the Continue button.





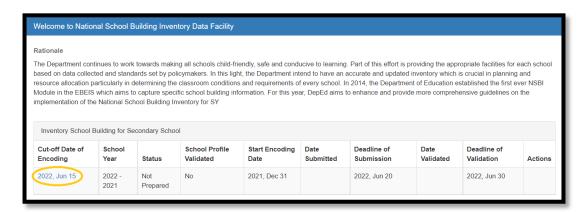




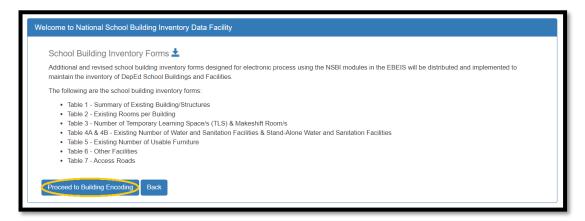




 Under the Cut-off Date of Encoding column, click the link to proceed.



Click the Proceed to Building Encoding button.





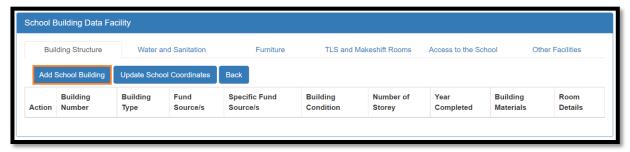








Under the Building Structure tab click Add School Building button.



Accomplish the Building Structure table.

Note: All the fields with () asterisk are required.

- A. Input the **Building Name/Number**.
- B. In **Building Type**, select **Others** if the building type is not included in the choices. You do not need to specify the building type.
- C. In **Building Condition**, select the current condition of the building, but if you selected For Completion, no need to answer the Year Completed.
- D. In Building Classification, select it's either Permanent or Semi-Permanent
- E. In Building Materials, multiple selections are allowed.
- F. In Fund Source/s, you may select multiple funding sources.
- G. In Specific Fund Source/s, you may also select multiple specific fund sources.
- H. Input the **Number of Storey**.
- I. In **Year Completed**, select the year of completion.
- J. In the **Date of Acquisition**, select the year acquired.
- K. In **Acquisition Cost** and **Sound Value**, input the digits manually with separators such as comma and period. The maximum value is **999**,999,999,999.99
- L. In Insurance Information, you may input in words or by description.
- M. In the lower part of the table, Radio buttons were set to **No** by default.
- N. Click Save.

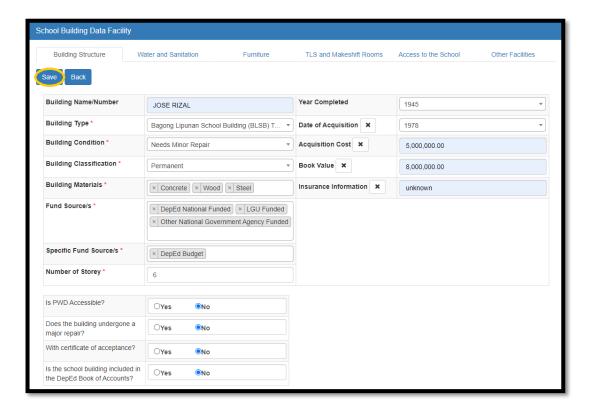




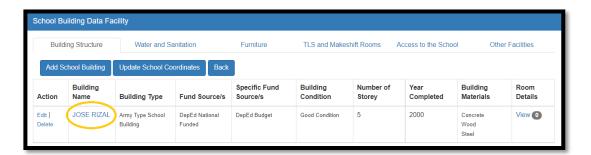








School building created.





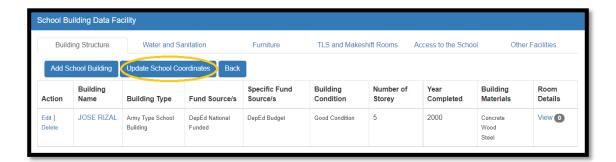




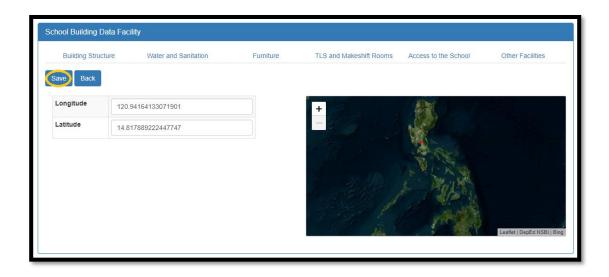




Click the Update School Coordinates tab and click Add button.



Input the Longitude and Latitude and click the Save button.









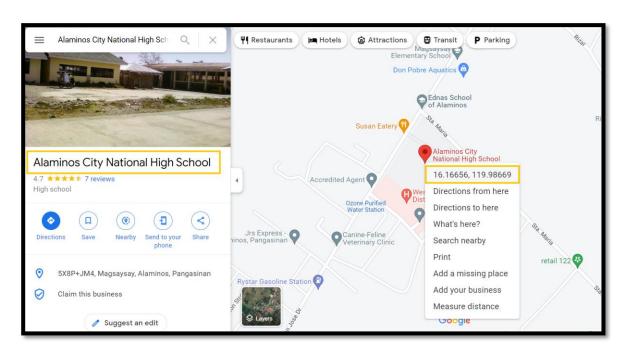




- How to locate your School Coordinates.
 - Open your browser and type Google Maps.
 - Type your school name or school address.
 - Look at the **Location Logo** on the Map.
 - Right click the logo.
 - The upper part shows your Longitude and Latitude.

Longitude: 119.98669

Latitude : 16.16656













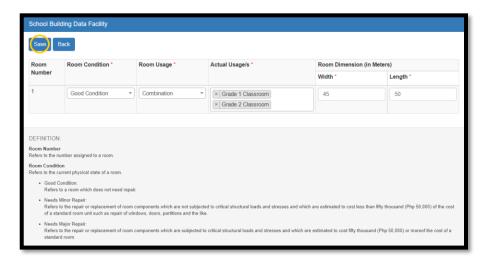
 Under the Action Column, you may Edit or Delete the saved information in all fields.



 Under the Room Details column, click View to Add room/s for the building.

Accomplish the Room Details.

- 1. Select Room Condition.
- 2. In Actual Usage, select Instructional, Non Instructional, and Combination in the Room Usage. You may select Multiple Actual Usage.
- 3. Click Save.









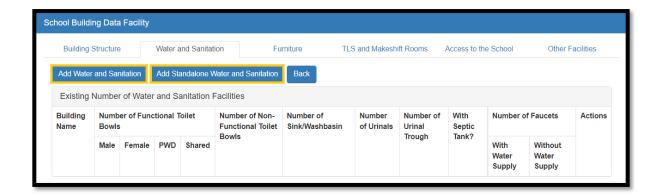




Under the Water and Sanitation tab click the

Add Water and Sanitation or

Add Standalone Water and Sanitation buttons.





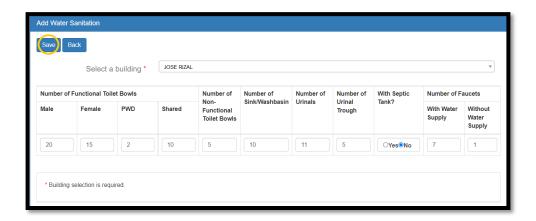








- ✓ Under Add Water and Sanitation tab, Input the correct details and click the Save button.
 - A. Accepted values are 0 999 only.
 - B. Once done, Click Save.



- ✓ Under Add Standalone Water and Sanitation tab, Input the correct details.
 - A. Accepted values are 0 999 only.
 - B. Once done, click Save.





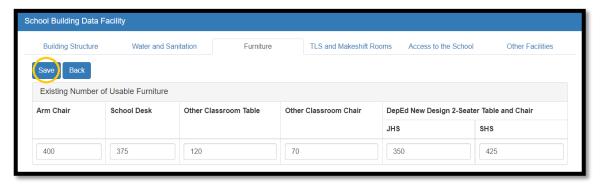




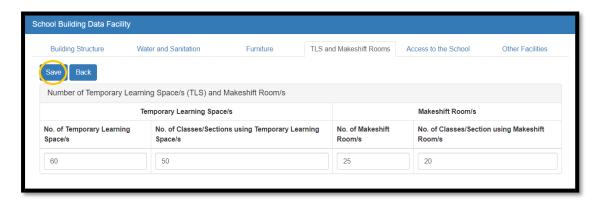




- Under the Furniture tab, input the details of the Existing Number of Usable tables.
 - A. Accepted values are 0-19,999 only.
 - B. Click the **Save** button.



- Under the TLS and Makeshift Rooms tab, click Add TLS and Makeshift Room.
 - A. Accepted values are 0 999 only.
 - B. Click the **Save** button.







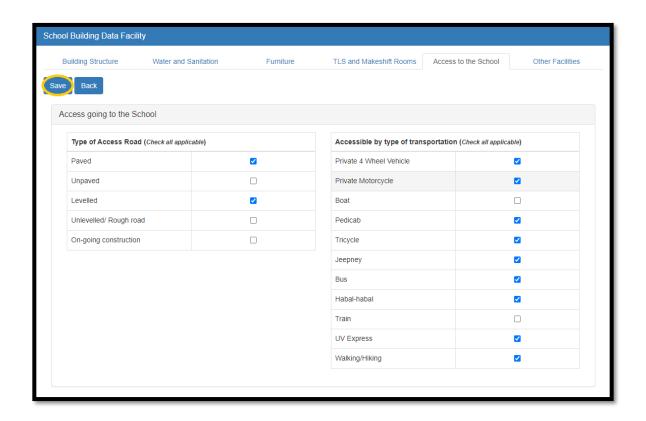






• Under the **Access to the School** tab, click the **Add** button and tick the boxes according to school details and click **Save**.

*Note: Tick box were set to No by default.







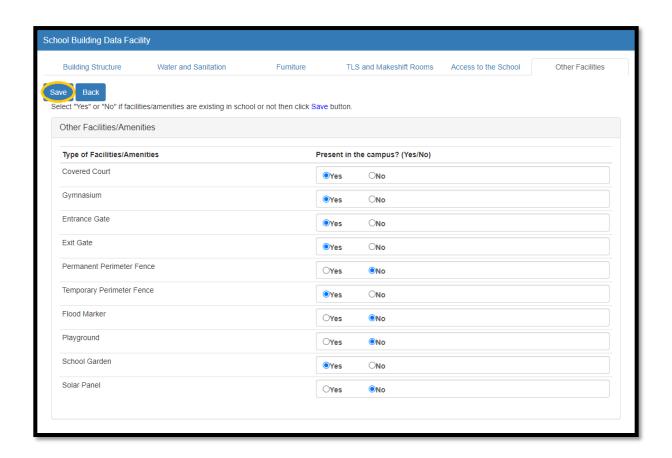






• Under the **Other Facilities** tab, click the **Add** button and tick the buttons according to school details and click **Save**.

*Note: Radio buttons were set to No by default.





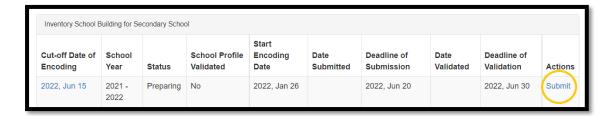




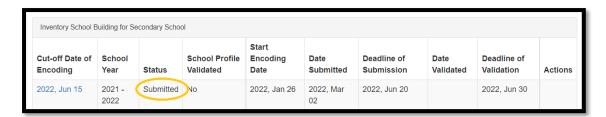




- After accomplishing all the tables, go back to the School Building Inventory link in the left side panel of the page. Under the Actions, column click Submit.
 - ✓ School can no longer Update or Edit the tables once it has been submitted.
 - ✓ Request for "Reversion" to Division Office if necessary.



✓ Status was changed to Submitted.













VALIDATION

and

REVERSION



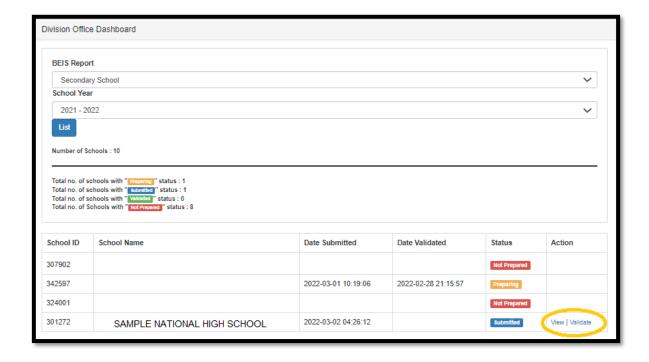








Division Dashboard View









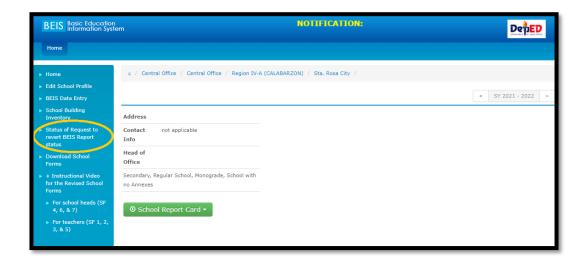




School Requesting for Reversion

Procedure on How to request reversion from **School** to **Division Office**.

- ✓ Go to LIS website http://lis.deped.gov.ph and log in using the LIS School Head account. Once logged in,
- ✓ Click the **EBEIS link** and click **Sign in** once again.
- ✓ Look for the link **Status of Request to revert BEIS Report Status** located at the lower left side then click the link.





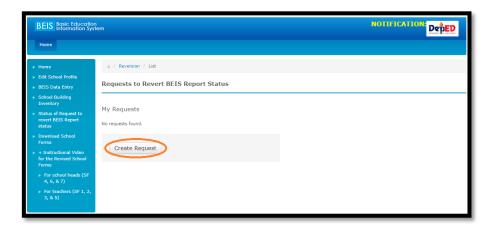








✓ Click **Create Request** button.



- ✓ Choose the Reason from the drop-down list and input the Explanation.
- ✓ Click the **Request reversion** button.





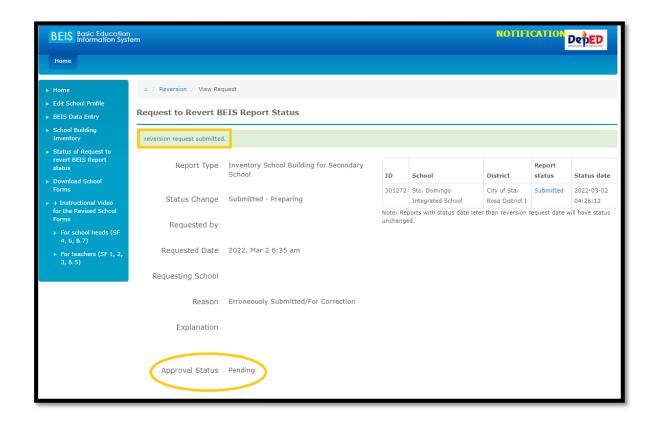








✓ Shows Approval Status is Pending.









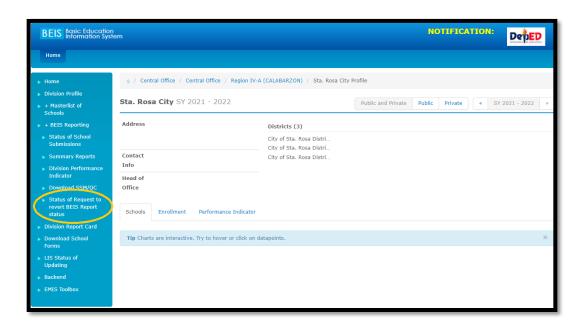




Division Office for Reversion of request by the school

Procedure on how to approve the request for reversion.

- ✓ Go to LIS website http://lis.deped.gov.ph and log in using the LIS Division Planning Officer account. Once logged in,
- ✓ Click the EBEIS link and click Sign in once again.
- ✓ Look for the link **Status of Request to revert BEIS Report Status** located at the lower left side then click the link.





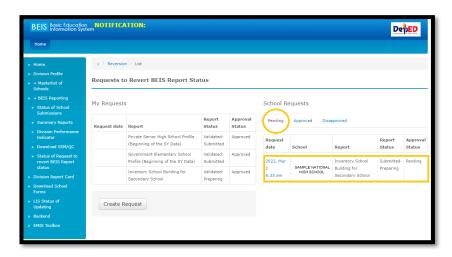








✓ Under the Pending column, click the Request date link.



✓ Input the Comment and click Approve/Disapprove button.





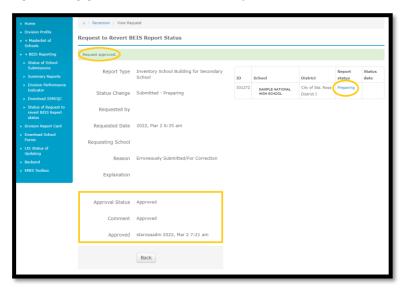




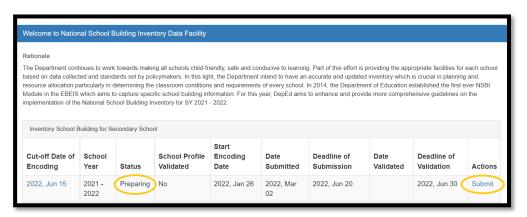




✓ Shows Request approved Successfully.



✓ The status of encoding of School was already Reverted to Preparing Status and ready for re-submission.











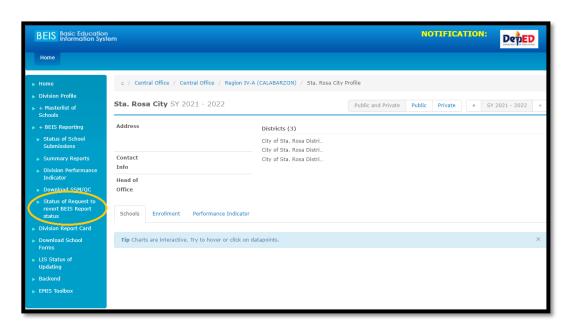


Division Office requesting for reversion to Regional Office

Procedure on How to request reversion from **Division Office** to **Regional Office** with "Validated Status".

•

- ✓ Go to LIS website http://lis.deped.gov.ph and log in using the LIS Division Planning Officer account. Once logged in,
- ✓ Click the EBEIS link and click Sign in once again.
- ✓ Look for the link **Status of Request to revert BEIS Report Status** located at the lower left side then click the link.





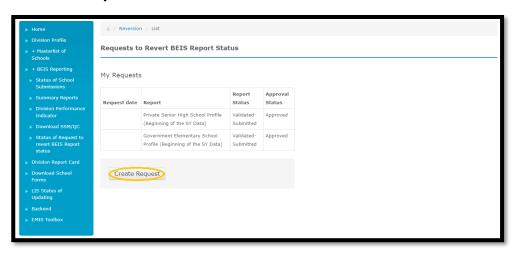








✓ Click Create Request tab.



Choose the **Reason** from the drop-down list and input **Explanation**.

✓ To status is set to be "Prepared" and from status must be "Validated".





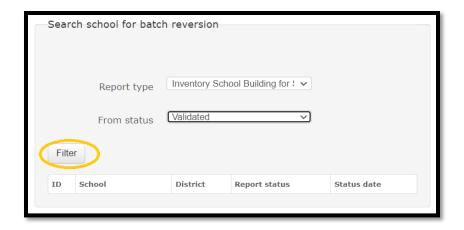








✓ Click the Filter tab to proceed.



✓ Click the link under the **ID** column.

Search school for batch reversion					
		Report type Inve	entory School Building	for : 🗸	
	From status Validated V			~	
Filter					
	ID	School	District	Report status	Status date
	342597	SAMPLE NHS	City of Sta. Rosa District I	Validated	2022-02-28 21:15:57



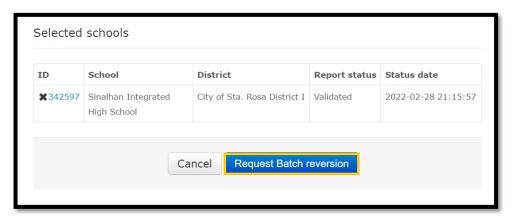




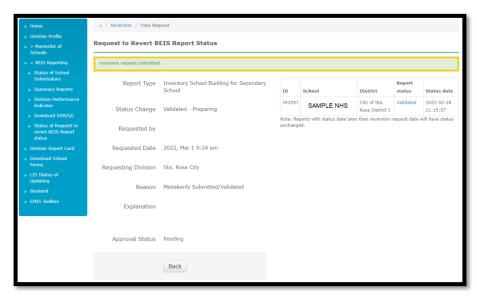




✓ Click for Request Batch revision tab.



✓ Request for Reversion submitted to Regional Office Successfully.





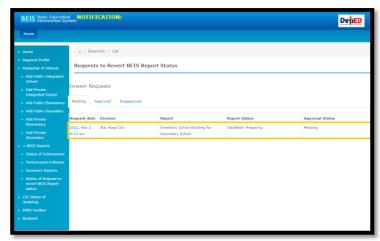








Regional Office View



Regional Office may Approve/Disapprove the request.





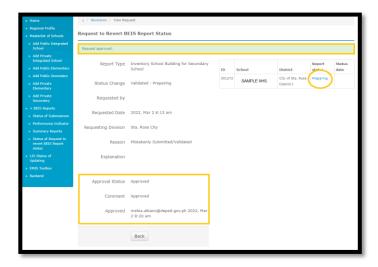




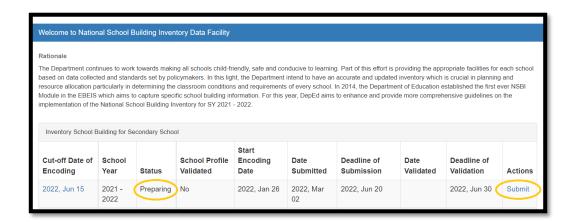




Regional Office Approved the request of the Division Office.



The School Account displays that the status of encoding of School was already **Reverted** to **Preparing Status** and ready for **re-submission**.













THANK YOU!









